



# Season 2013 / 2014 Entry Process

## For LATas Conducted Competitions

### Introduction

During the off season SLAM has been enhanced to allow athletes to be identified for State Meetings using data already in SLAM. The latest personal best (PB) details are exported when the designated Centre official submits Centre entries.

The online system for Centre/Parent Task Allocation will remain online this season.

### Athlete Entry Process – SLAM

Entries for LATas conducted State non championship meetings are to be processed using the *Records and Ranking, Utilities* option “*State Meeting Attendance*” in SLAM. Attending athletes are identified by selecting a button box and then running the “*Exporting for Email*” report button to produce a spreadsheet with athlete and PB details included which, after checking is emailed to the office by the due date.

When emailing the spreadsheet file, the email subject line must include the words SLAM entries from (your Centre name) for (meeting). Eg SLAM entries from South Launceston for NCC.

Centres not using SLAM must produce a spreadsheet of your nominated athletes and enter their individual PB times into the relevant columns. A sample of the spreadsheet columns is attached as appendix A and a template copy is available from the office. Again any manually produced spreadsheet will need to be emailed to the office by the due closing date and time.

Athletes can still be entered on the day.

### Centre/Parent Task Allocation of Duties – Online LATas website

Centres, through their designated officer will continue to have input into the roles undertaken enabling us to get the right people in the right jobs. Also Centres can undertake the appropriate amount of work according to the number of estimated participating athletes.

It is important that Centre’s take ownership of their nominated obligations with any equipment resources, officials and crews being available on the day to ensure the events for our athletes can be conducted.

### Restrictions on Entry Numbers:

There are no restrictions on numbers of entries per centre. Provided a centre is prepared to undertake duties in proportion with their athlete numbers, then no restrictions apply.

### When to Nominate:

To assist Centre’s manage entry non championship events processing, a reminder email will be sent out from the office usually on the Tuesday morning, which is two and a half weeks prior to the event. This notification will include the date and time for nominations to be lodged with the office.

Nominations will close at 10pm on the Saturday night of the weekend prior to the event. All Centres are asked to plan around these times, as there is significant work to be done between the closing of nominations and the event itself.

This email advice will coincide with the availability of the Online Centre/Parent task allocation of duties facility.

## How to nominate entries in SLAM

Open SLAM and check the latest meeting details of performance results have been updated as PB data is included in the entry submission extract, then:-

1. From the *Records and Rankings Main* menu select the *Utilities* button
2. From the *R&R Utilities* menu select the *State Meet Attendance* button
3. Using the *Gender* and *Age* group filters select those who nominate for the upcoming meeting
4. A tick in the selection box will indicate that an athlete is nominated to attend
5. To remove a nomination, simply click on the ticked selection box to remove the tick
6. Once all nominations for all age groups and gender have been identified in SLAM, select the *Export for Emailing* button.
7. Go to your SLAM folder and view the Excel file called *StateMeet* and check that the athletes selected are correct before emailing it to the office with a copy to the Competition Director.
8. Remember when emailing the file, the subject must include the words *SLAM entries from (your Centre name) for (meeting)*. Eg SLAM entries from South Launceston for NCC.

**Note:-** the selected box (tick) remains active after the export file is produced and will remain selected until it is deselected at some point. It is recommended that ticks are removed after each state meeting and before entries/nominations are entered for the next meeting.

## How To Access the Online System for Centre/Parent task allocation of duties:

1. Open your web browser and go to LATas home page.
2. Click on Competition / Upcoming Events
3. Click on Online Entry.
4. Enter your centre abbreviation and password as provided to Centres last year. You will be presented with the centre options page.

## Centre Duties:

The options page also has links for selecting duties for your centre.

Use "Show Unallocated Tasks – and Select Tasks for your Centre" to choose the tasks that your centre can undertake.

Use "Show Tasks Allocated to each Centre" if you want to find which centre has undertaken a task that you may wish to undertake by swapping duties with that centre.

Use "Allocate Individuals To Tasks – Release tasks allocated to your centre" for those reasons!

## Help:

Office Hours	Simone Fitzgerald	<a href="mailto:office@taslittleathletics.com.au">office@taslittleathletics.com.au</a>	1300 888 713
After hours	Peter Weldon	<a href="mailto:competition@taslittleathletics.com.au">competition@taslittleathletics.com.au</a>	0439 111 670

## Passwords:

Passwords are in place to prevent unauthorised or phantom entries be made in the system. If you do not know your login details, please contact Simone or Peter

Appendix A

Sample of columns for manual notification of entrants State conducted meeting, manual entries MUST be in a table format PLEASE.

Centre	Age	Gender	Athlete	Hurdles	70	100	200	200Hurdle	400	800	1500	Walk	Discus	Javelin	Shot	High	Long	Triple	Mat
ED	7	G	Mary Smith	18.7	15.8	27.8	62.7						5.16	5.71	2.43		1.58	2.59	0
ED	6	G	Given Surname	17.9	17	25.9	58.1						5.15	5.75	3.1		1.79	3.62	0
ED	6	B	Rambo Jones	15.2	16.2	22.7	53.2						6.24	9.28	2.31		1.9	2.24	0
ED	10	B	Garry Wing	15.1	12.9	18.1	0		0	229.9		609.2	9.96	6.58	4.78	0.96	0	0	0
ED	10	G	Alanah Jones	14.5	12.6	17.5	39.5		116	293.1		0	6.38	4.52	1.7	0.85	2.49	5.39	0
ED	6	B	Matthew Riley	17	15.8	26.8	59.1						4.02	4.13	1.77		1.25	1.99	0
ED	13	B	Rose Garden			14.2	29.2		68.8						7.5			9.67	8
ED	11	B	Nick Nossiter			0	0			0					0	0			0
ED	14	B	Freddy Smith	19.2	10	13.5	30.1	34.6	86.6	0	432.1	0	25.03	0	7.81	1.36	4.51	8.51	0
ED	14	G	Glady Smiler	14.7	10.9	14.4	31.6	33.9	69.5	188	378.4	678.4	15.13	13.88	5.08	1.2	3.7	7.85	0
ED	15	G	Daisy Winston	19	10.8	14.8	30.9	38.4	86.9	215.3	0	626.2	18.26	9.55	6.73	1.27	4.21	8.67	7
ED	12	B	Lyall Bennett	16	13.2	18	42.7		99.2	240.4	471.7	0	20.21	21	7.07	1	3.07	6.57	5
ED	7	B	Kevin Bennett	17.3	16.8	23.5	55.9						5.47	7.1	2.6		2.06	2.6	0
ED	13	G	Linda Bennett	17	10.9	15	33	36	72.5	186	392.8	0	15.23	13.47	6.41	1.27	3.78	8.21	7
ED	15	B	Roger Wing	24.5	11.3	15.1	33.4	42	0	182.1	351.7	620.2	24.23	14.15	6.94	1.33	3.71	8.31	7
ED	10	G	Brittany Young	0	15.5	21.9	51.8		121.5	272.8		693.1	7.43	6.1	4.26	0	2.19	4.86	4
ED	9	G	Bec Star		0	0	0		0	0			0	0		0	0	0	3
ED	8	G	Melanie Star	14.2	12.7	18.7	40.9		89.7				7.76	12.16	3.75	0.95	2.83	5.91	0